

Message

From: Suchomel, Bruce [Suchomel.Bruce@epa.gov]
Sent: 5/5/2020 4:01:39 PM
To: Robinson, Valois [Robinson.Valois@epa.gov]
Subject: RE: Robinson, Valois shared the folder "Dewey-Burdock Tribal Consultation" with you.

Valois,

My experience is "new-comers" to our Sharepoint Workflow struggle with concurring. To make things easy, I've developed this short instruction. Feel free to send this to your new users once we add them to the access list. They may have to contact you for assistance.

Hello **ENTER PERSON'S NAME**,

It looks as though you should have received a workflow message asking for your concurrence of the **ENTER TASK NAME**. Hopefully you received that. Let me know if this process works for you.

1. Click the link at the bottom of the system-generated email. This allows you access to workflow and to review the **ENTER TASK NAME**.
2. If you concur, just go back to the system-generated email and look at the Outlook toolbar at the top. Click "Open this Task." Your approval here is the only way the **ENTER TASK NAME** moves to the next person in the concurrence string, which will be **(OPTIONAL – ENTER NEXT PERSON'S NAME)**.

Thanks and let me know if you need anything.

From: Robinson, Valois <Robinson.Valois@epa.gov>
Sent: Tuesday, May 5, 2020 9:56 AM
To: Suchomel, Bruce <Suchomel.Bruce@epa.gov>; Logan, Paul <Logan.Paul@epa.gov>
Subject: RE: Robinson, Valois shared the folder "Dewey-Burdock Tribal Consultation" with you.

Great! Thanks!

Valois

Valois Robinson
EPA Region 8
Underground Injection Control Program
MailCode: 8WD-SDU
1595 Wynkoop Street
Denver, CO 80202-1129
(303) 312-6276
robinson.valois@epa.gov

From: Suchomel, Bruce <Suchomel.Bruce@epa.gov>
Sent: Tuesday, May 5, 2020 9:56 AM
To: Robinson, Valois <Robinson.Valois@epa.gov>; Logan, Paul <Logan.Paul@epa.gov>
Subject: RE: Robinson, Valois shared the folder "Dewey-Burdock Tribal Consultation" with you.

Hi Valois,
Yes, just send me the list and I will add the names.

Bruce

From: Robinson, Valois <Robinson.Valois@epa.gov>


Sent: Tuesday, May 5, 2020 9:51 AM

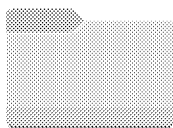
To: Suchomel, Bruce <Suchomel.Bruce@epa.gov>; Logan, Paul <Logan.Paul@epa.gov>

Subject: Robinson, Valois shared the folder "Dewey-Burdock Tribal Consultation" with you.

Hi Bruce, I created this folder on our UIC SharePoint site. Paul would like to save our tribal consultation response to comments document here for ORC and WD review. He will send me a list of people in ORC that need access to the document. Would you set up access for them, please, once I send you the list?

Thanks!

 This link only works for the direct recipients of this message.



Dewey-Burdock Tribal Consultation

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Microsoft Corporation, One Microsoft Way, Redmond, WA 98052